



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20350

SECNAVINST 5430.7L  
OGC  
7 June 1979

SECNAV INSTRUCTION 5430.7L

From: Secretary of the Navy

Subj: Assignment of responsibilities to and among the  
Civilian Executive Assistants to the Secretary  
of the Navy

Ref: (a) U. S. Navy Regulations, 1973

1. Purpose. To assign Department-wide responsibilities for administration of the Department of the Navy to and among the Civilian Executive Assistants to the Secretary. The Civilian Executive Assistants are the Under Secretary of the Navy, the Assistant Secretaries of the Navy, the General Counsel and the Deputy Under Secretary of the Navy, as provided for by Chapter 2 of reference (a).

2. Cancellation. SECNAV Instruction 5430.7K is hereby superseded.

3. General. Reference (a) assigns basic responsibilities for the administration of the Department of the Navy to the Civilian Executive Assistants and Staff Assistants under the Secretary of the Navy. That regulation indicates that the Secretary will assign Department-wide responsibilities for areas which are essential to the efficient administration of the Department of the Navy to and among his Civilian Executive Assistants. The Secretary of the Navy will continue to retain direct control of these and related policy matters, including the establishment of fundamental policies and the promulgation of such orders and directives as he deems necessary. This will normally include, but is not limited to, (1) policies and procedures which are essential to the effective operations of programming and program change control systems within the Department of the Navy, and (2) similar matters which are beyond the scope of the responsibility assigned to an individual member of the Department's executive administration. In addition, the Secretary will exercise immediate supervision of the Office of the General Counsel, the Office of Program Appraisal, and general supervision of the Naval Inspector General in matters of interest to him.

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4. Assignment of Common Responsibilities. Within the area of responsibility, as assigned by paragraph 5 below, each Civilian Executive Assistant is the principal adviser and assistant to the Secretary of the Navy on the administration of the affairs of the Department of the Navy as a whole. In carrying out these duties, the Civilian Executive Assistants shall do so in harmony with the statutory position of the Chief of Naval Operations as "the principal naval adviser and naval executive to the Secretary on the conduct of activities of the Department of the Navy," and the responsibilities of the Chief of Naval Operations and Commandant of the Marine Corps, as prescribed in reference (a). Each is authorized and directed to act for the Secretary of the Navy throughout the Department of the Navy within his assigned area of responsibility. Under the direction, authority, and control of the Secretary of the Navy, each has the following common responsibilities within his assigned area:

a. The review and evaluation of appropriate actions regarding program development and execution.

b. The formulation, development, and promulgation of management policies, systems, procedures, standards, or decisions which are necessary for effective administration.

c. The formulation of recommendations on fundamental policies, orders, or directives for promulgation by the Secretary of the Navy, in accordance with paragraph 3 above, which are considered necessary for the effective administration of the Department, and which are beyond the scope of their individual responsibilities.

5. Assignments of Areas of Responsibility. The following areas of responsibilities are hereby specifically assigned in addition to such other duties as may be assigned from time to time by the Secretary:

a. The Under Secretary of the Navy is designated as the deputy and principal assistant to the Secretary of the Navy, and acts with full authority of the Secretary in the general management of the Department of the Navy.

b. The Assistant Secretary of the Navy (Financial Management) is responsible for all matters related to the financial management of the Department of the Navy, including budgeting, accounting, disbursing, financing, internal review,

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progress and statistical reporting; and for all matters related to management information systems and automatic data processing systems and equipment, except for ADPE integral to a weapons system. The Assistant Secretary of the Navy (Financial Management) is hereby designated and appointed Comptroller of the Navy, pursuant to the provisions of section 5061 of Title 10, United States Code, and is further designated Senior Automatic Data Processing Policy Official of the Department of the Navy. He shall further supervise those offices and organizations assigned by the Secretary.

c. The Assistant Secretary of the Navy (Manpower, Reserve Affairs, and Logistics) is responsible for the overall supervision of manpower and reserve component affairs of the Department of the Navy, including policy and administration of affairs related to military (active and inactive) and civilian personnel; all stages of the acquisition of naval ships funded by the appropriation "Shipbuilding and Conversion, Navy;" all Department of the Navy acquisition programs following full-scale production decision (Milestone III); the business, contractual, manpower, and logistic support aspects of the Department of the Navy Acquisition programs, including policy and administration of affairs related thereto; the maintenance, alteration, supply, distribution, and disposal of material; all transportation matters; the acquisition, construction, utilization, improvement, alteration, maintenance, and disposal of real estate and facilities, including capital equipment, utilities, housing, and public quarters; printing and publications; labor relations with respect to contractors with the Department of the Navy; industrial security; the Mutual Defense Assistance Program, as related to the supplying of material, including Foreign Military Sales; and supervision of offices and organizations as assigned by the Secretary.

d. The Assistant Secretary of the Navy (Research, Engineering and Systems) is responsible for all matters related to research, development, engineering, test and evaluation efforts within the Department of the Navy, including management of the appropriation, "Research, Development, Test, and Evaluation, Navy;" oceanography; ocean engineering and closely related matters; the technical aspects of production management and maintenance or alteration of material; Navy Acquisition programs through the full-scale production decision (Milestone III) including policy and administration of affairs related thereto, with the exception of the acquisition of naval ships funded by the appropriation "Shipbuilding and Conversion, Navy;" and supervision of offices and organizations as assigned by the Secretary.

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e. The General Counsel of the Navy is responsible for providing legal advice, counsel, and guidance to the Secretary and the other Civilian Executive Assistants on any matter that they may direct or that the General Counsel determines should be brought to their attention. The General Counsel is also responsible for providing necessary legal advice, counsel, and guidance to the staffs of the Secretary and the other Civilian Executive Assistants; the supervision of the Office of the General Counsel, to include the exercise of position management authority over lawyers and support personnel located within the various offices of counsel of the Office of the General Counsel; and such other duties as the Secretary may assign.

f. The Deputy Under Secretary of the Navy is responsible to the Secretary or Under Secretary for acting as a focal point for special projects and coordinator for the resolution of problems which require high-level special attention.

6. Assignment of Individual Responsibilities. In addition to the common responsibilities for their respective areas, as assigned above, the individual responsibilities of the Civilian Executive Assistants within the Department of the Navy include, but are not limited to, the following:

a. Within the Department of the Navy, the Under Secretary of the Navy is responsible for:

(1) Internal Audit (through the Office of the Auditor General);

(2) Counterintelligence, security, law enforcement and related investigative activities;

(3) Supervision of the Office of Information;

(4) Supervision of the Office of Legislative Affairs.

b. The Assistant Secretary of the Navy (Financial Management) is responsible for:

(1) Supervision of the Office of the Comptroller of the Navy;

(2) Liaison with the Assistant Secretary of Defense (Comptroller) and with other Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;

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(3) Liaison with the General Services Administration on matters relating to ADP hardware/services acquisition.

(4) Liaison with the General Accounting Office and the Office of Management and Budget on financial matters;

(5) Supervision of the Director, Department of the Navy ADP Management;

(6) Technical guidance and supervision to the Office of the Auditor General.

c. The Assistant Secretary of the Navy (Manpower, Reserve Affairs and Logistics) is responsible for:

(1) Liaison with the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), the Under Secretary of Defense for Research and Engineering, and other Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern; and

(2) Oversight of the:

(a) Naval Council of Personnel Boards (Naval Discharge Review Board, Naval Physical Disability Review Board, Naval Clemency and Parole Board, Employee Appeals Review Board, Physical Review Council, Central Physical Evaluation Board)

(b) Board for Correction of Naval Records

(c) Board of Decorations and Medals

(d) National Naval Reserve Policy Board

(e) Marine Corps Reserve Policy Board

(f) Secretary of the Navy Advisory Committee on Retired Personnel

d. The Assistant Secretary of the Navy (Research, Engineering and Systems) is responsible for:

(1) Liaison with the Under Secretary of Defense for Research and Engineering, and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern; and

(2) Supervision of the Office of Naval Research.

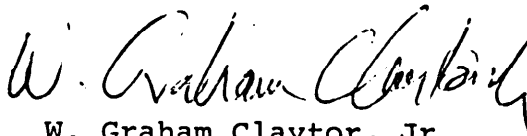
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e. The General Counsel of the Navy is responsible for:

- (1) Providing legal services throughout the Department of the Navy in the field of business and commercial law including fiscal, budgetary and accounting aspects;
- (2) All legal matters concerning patents;
- (3) All legal questions regarding real and personal property matters;
- (4) Providing legal services in the field of civilian personnel law;
- (5) Providing guidance and direction to Department of the Navy procuring activities in the proper method of evaluating, processing and documenting contract claims asserted by or against the Department of the Navy;
- (6) Oversight of all litigation affecting the Department of the Navy.
- (7) Coordination with the Office of the Judge Advocate General on legal matters handled by that office.

f. The Deputy Under Secretary of the Navy is responsible for:

- (1) General oversight, policy and procedure formulation and coordination regarding environmental matters affecting the Department of the Navy.
- (2) Acting as the major claimant for funds and manpower supporting the Department of the Navy Secretariat, Staff Offices, and the Department of the Navy General Gift Fund.
- (3) Providing facilities services in the National Capital Region and managing the Department of the Navy Federal Building Fund.
- (4) Providing internal support to the Secretariat and Staff Offices as assigned, including but not limited to civilian personnel services, EEO programs support and physical space management.



W. Graham Claytor, Jr.  
Secretary of the Navy

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